



TOWN OF ARLINGTON

DEPARTMENT OF HUMAN RESOURCES

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476
PHONE (781) 316-3120 FAX: (781) 316-3129

CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

Protocols on the Usage of Masks/Cloth Face Coverings Effective November 6, 2020

1. Purpose: This document outlines the usage of masks/cloth face coverings by applicable Town employees.
2. Scope: Governor Charlie Baker issued an advisory effective November 6, 2020 requiring a mask or face covering over their mouth and nose when in a public location, whether indoors or outdoors. There are no exceptions for social distancing.
3. Applicability: All Employees currently (physically) reporting for work are expected to comply.
4. Protocols:
 - a. Employees are responsible for the proper usage and maintenance/cleaning of the mask or face covering they wear.
 - b. The Town retains the right to require an employee to use a Town issued face mask if the employee's personal one is deemed not appropriate for work.
5. Usage: Employees should use the mask/face covering in the following way:
 - a. Must be worn so that it covers the employee's nose and mouth. Must be worn during the workday whether working indoors or outdoors, regardless of one's ability to maintain socially distant from others (employees, residents, general public, etc).

Exceptions (also see FAQ section):

 - An employee working indoors in a private office alone behind a closed door; the door must remain closed.
 - An employee driving in or working out of a town vehicle alone.
 - b. The use of a mask does not replace the expectation that employees should maintain proper social distancing and good hand washing practices.
6. Duration: This policy will remain in place as long as health officials deem it necessary.
7. Resources: For assistance regarding this protocol, please contact the Human Resources Department at 781-316-3120 or by email at cmalloy@town.arlington.ma.us.

[CDC Guidance: How to Use Cloth Face Coverings](#)

[CDC Video: How to Create a Cloth Face Covering](#)

Protocols on the Usage of Masks/Cloth Covering Tips/Frequently asked Questions and Answers

When you wear a cloth mask, it should:

- Cover your nose and mouth,
- Fit snugly but comfortably against the side of the face,
- Be secured with ties or ear loops,
- Include multiple layers of fabric,
- Allow for breathing without restriction, and
- Be able to be laundered and machine dried without damage or change to shape.

Q: How do I put on a mask or face covering? How do I take it off?

A: Be sure to always wash your hands before putting on a mask and be careful not to touch your eyes, nose, and mouth when putting on, or taking off, the mask or face covering. When removing the mask, be sure to wash your hands immediately after.

Q: We are all wearing masks now, do you still need to practice social distancing?

A: Yes. Masks are not a replacement for social distancing and good hand hygiene.

Q: Do I need to change my mask more than once per day?

A: No, you may use your mask for your full workday.

Q: Should employees who interact with the public change their masks more frequently?

A: Other than first responders, who have specialized personal protective equipment, an employee who interacts with the public does not need to change masks. So long as you practice social distancing, good hygiene and maintain your mask each day, you will not need to change it during the workday.

Q: My mask broke and I need a replacement who do I contact for one?

A: If you are in need of another mask you may ask your immediate supervisor. Your supervisor will contact the appropriate personnel to check on supply. If no supply is available, employees are encouraged to visit the CDC website at the following address to learn how to make a cloth face covering.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Q: I work outside most of the time, do I always need to have my mask on?

A: Yes.

Q: My desk is more than six feet apart from my coworker, do I need to wear my mask during the work day?

A: Yes, if you are in any type of an open/shared office space you must wear your mask.

Q: Are there exceptions for when you are eating lunch?

A: Yes. Whenever possible, eat lunch in an individually closed off area or outdoors, choose an area far away from commonly traveled areas.

Q: I have a medical condition that makes it impossible for me to wear a mask, what do I do?

A: Please contact Human Resources. The Town will engage in a dialogue with you about your restrictions and will request appropriate supporting medical documentation.